

SCHOOL BOARD BYLAWS**Hearing Procedures****Appeals from Administrative Decisions**

The following procedure shall be followed by the board when an affected person(s) requests a hearing to appeal an administrative decision:

1. Both parties (the appellant and the administrator) should exchange any written materials to be used and submit copies to the board prior to the hearing.
2. The board will instruct the appellant that its function is to review the school's decision and to reverse it only in a case where it appears to a majority of the members present that the decision of the school is not supported by substantial evidence.
3. The appellant, or a representative, will then explain to the board why the action of the school should not be sustained, calling witnesses or otherwise putting on such evidence as is desired.
4. Administrators will then state the basis for their action, calling witnesses or otherwise putting on such evidence as is desired.
5. Testimony should be informal, and may be in narrative form. Testimony may be developed by direct or cross-examination.
6. A copy of this bylaw will be forwarded to the appellant as an enclosure to the advance written notice of the hearing.